MSA Computer Support Newsletter

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Email all questions and comments to: MSA-Helpdesk@ars.usda.gov

Outlook in the Mid South Area

The Outlook email server that services the Mid South Area is located in Ft. Collins, CO. If you send an email to the employee in the office next to you, the email goes to Ft. Collins, CO, and back to the employee in the next office.

There is not an email server located in the Mid South area. There will not be an Outlook email server at Stoneville, SRRC, MSSTATE, or Oxford. All Outlook email is sent and delivered from Ft. Collins, CO. A backup server is located in Beltsville, MD, that will service the Mid South Area should something happen to the Ft. Collins Outlook email server or services.

You may deliver short delays in Outlook mail delivery and receipt. The Ft. Collins, CO, email server provides email services for all of the Northern Plains Area, the Mid West Area, the Mid South Area, and soon the Southern Plains Area. If you are "connected" and logged in to the email server, any delivery delay will be minimal.

"F9 is the keyboard shortcut for ***Send/Receive****"*

Checking Outlook Connectivity

☐ Make sure you are logged in
☐ Make sure you are connected
☐ Make sure you are NOT offline
☐ Click on the Send/Receive button

What is a vCard?

A vCard is an electronic business card. It allows users to exchange their contact information with each other. vCards carry vital directory information about the user such as name, address, telephone number, etc. They are an excellent means of including the users details within the email messages.

"A vCard is an electronic business card."

Information transferred in vCards can be automatically added to address books, and interact with any application that supports the vCard standards.

In Outlook follow these steps to add a vCard to your signature file:
1. On the TOOLS menu, click OPTIONS and then click the MAIL FORMAT tab.
2. Click SIGNATURES
3. Do one of the following:
    - Add a vCard to an existing email signature
        1. In the Signature list, select Signature, and then click Edit.
        2. Under vCard option, to create a new vCard, click on NEW CARD FROM CONTACT…, then select your name from the Global Address List and click OK. If a vCard was previously created, you simply select it from the drop down list under "Attach this business card (vCard) to this signature," then click OK.
    - Add a vCard to a new email signature
        1. Click NEW
        2. In the enter a name for your new signature box, enter a name.
        3. Under Choose how to create your signature, select the option you want.
        4. Click NEXT.
        5. In the signature text box, type the text you want to include in the signature. You may also paste text into this box from another document.
        6. To change the paragraph or font format, select the text, click Font or Paragraph, and then select the options you want. These options are not available if you use plain text as your message format.
        7. Under vCard options, select a vCard from the list, and then click FINISH.

If you need assistance with this configuration, please contact your Unit or Location IT contact.

vCard icon

What is a CAPTCHA?

A **CAPTCHA** is a type of challenge-response test used in computing to determine whether the user is human. "CAPTCHA" is an acronym for "**C**ompletely **A**utomated **P**ublic **T**uring test to tell **C**omputers and **H**umans **A**part", trademarked by Carnegie Mellon University. A CAPTCHA involves one computer (a server) which asks a user to complete a test. While the computer is able to generate and grade the test, it is not able to solve the test on its own. Because computers are unable to solve the CAPTCHA, any user entering a correct solution is presumed to be human.

To ensure the security of information provided, CAPTCHAs are used on web sites where personal information may be required. You have heard of "Bots" that are created by hackers to attack users information. Bots are run by computers and since computers are not humans they cannot solve CAPTCHAs tests . Since only humans can read a CAPTCHA, it makes your information more secure.

CAPTCHA example

Outlook Tips

How to View the Size of My Folders

- ☐ Go to **Tools** and choose **Mailbox Cleanup**
- ☐ Click on **VIEW MAILBOX SIZE**

How to Enable Read Receipts for All E-Mail Sent

- ☐ From the **Tools** menu, select **OPTIONS**
- ☐ Under the **Preferences** tab, click **E-Mail Options**
- ☐ Click **Tracking Options**
- ☐ Check the box labeled **Read Receipts** under **For all messages I send**, request, and then click **OK**. If you would like to be notified of delivery of the e-mail message, check the **Delivery Receipts** box.

How to create a reminder to reply to an important e-mail

- ☐ Open the e-mail message
- ☐ Click the **Follow-Up** flag on the Toolbar.
- ☐ Choose the type of flag, the color of the flag, the due date and time and then choose **OK**.
- ☐ You will be reminded when the project becomes due.
- ☐ Alternatively, you can right click on the flag in your Inbox (next to the e-mail message) and set the reminder.